

MANAGEMENT OF SUPERVISORY WORKING PERSONNEL FILES

INTRODUCTION

There is a need to emphasize the management of working personnel files maintained by supervisors and Department Heads within the Particle Physics Division consistent with Laboratory policy.

DEFINITIONS:

Working files refers to *unofficial* files which are confidential and are maintained to aid effective supervision. Working files would include: blue copies of payroll authorization forms, copies of signed performance reviews, letters of commendation, correspondence, attendance records, etc. Any *official* documents (those which would be used to defend the Lab's personnel actions) must be sent to the employee's personnel file in the Records Office. The documents maintained by the Record's Office in the Employee's Official Personnel folder are maintained for 75 years after the employee ends employment with Fermilab, as per DOE records retention schedules.

PROCESS:

All working files should be held by an administrative support person designated by the Department Head. Project leaders, managers, and group leaders, may, at their own discretion, create their own duplicate files for the personnel they supervise inside and outside of their department.

Letters of commendation written by supervisors should be copied for the Department Head's working files. Working information, i.e. pre-disciplinary measures, notes, etc., do not need to be communicated to the department level unless they warrant serious consideration.

PROCEDURE:

Barb Kristen will route the white/blue copies of the payroll authorization forms to the designated administrative individuals who should bring this information to the attention of their Department Head. This administrative person should retain the blue copies for their original Department personnel file and the Department Head should decide which manager presents the white copy to the employee. It is up to that manager to ask the secretary in his/her area to make a copy of the white payroll authorization form for any duplicate working files that may exist for that individual.